

# COMPETITIVE QUOTE - JANITORIAL SERVICES

## Contract Information

Division: \_\_\_\_\_

Location of Facility for Service: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Square Footage: \_\_\_\_\_

Days of the Week Requiring Service:                      1        2        3        4        5        6        7

Telephone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Term of Contract: \_\_\_\_\_

With an Option to Renew for: \_\_\_\_\_

## Vendor

Please return this quote to the contact person by \_\_\_\_\_  
(Date)

Vendor Initial: \_\_\_\_\_

## **JANITORIAL SERVICES - SPECIFICATIONS**

Cleaning of the facility shall be accomplished in accordance with the following schedule:

### **FLOORS**

- Daily: Carpeted areas - vacuum.  
Non-carpeted areas - dust mop. Remove gum and other materials. Spot damp mop to remove stains or spots.
- Weekly: Non-carpeted areas - damp mop and spray buff.  
Spot clean occasional spots on carpet (as needed).
- Biannually: Machine clean carpets in hallways. Other areas to be cleaned if their condition so dictates.  
Strip, reseal and wax all normally waxed floors.
- Annually: Machine clean all carpets throughout the facility.

### **WALLS, CEILINGS, INTERIOR DOORS, LEDGES, ETC.**

- Weekly: Spot Clean  
Clean light switch plates and surrounding wall areas.  
Dust windowsills, ledges, fixtures, etc.
- Monthly: Dust or vacuum HVAC registers.
- Annually: Clean all light fixture diffuses and wipe dust off light bulbs.

### **WINDOWS AND GLASS**

- Daily: Spot clean entrance and vicinity glass both in and outside.
- Biannually: Clean inside of external windows.

### **WATER FOUNTAINS**

- Daily: Clean and sanitize.  
Replenish supply of disposable cups (if applicable).

### **FURNISHINGS**

- Daily: Sanitize Telephones.
- Weekly: Dust tables, chairs, desks, credenzas, file cabinets, bookcases, etc..  
Do not disturb any papers lying on desks or cabinets.  
Dust and clean all ornamental wall decorations, pictures, charts, chalkboards, etc..  
Dust draperies, venetian blinds, or curtains.
- Biannually: Vacuum all drapes, venetian blinds, or curtains.

Vendor Initial: \_\_\_\_\_

## **TRASH AND REFUSE**

**Daily:** Empty and clean all trash receptacles. Receptacle liners are to be used, change as necessary.  
Remove all collected trash to external dumpsters or trash containers.  
In conference rooms, reception areas, etc., remove accumulated trash, i.e. paper cups, soda cans, etc.  
Empty and clean all cigarette urns.

## **ELEVATORS - IF APPLICABLE**

**Daily:** If carpeted, vacuum.  
If not carpeted, dust mop, remove gum and other materials, spot damp mop to remove stains or spots.  
Clean hardware and control panels.

**Weekly:** Vacuum door tracks.  
Damp mop floors and spray buff if not carpeted.

## **STAIRWELLS, IF APPLICABLE**

**Daily:** Remove accumulated trash.  
Spot sweep as required.

**Weekly:** Sweep.  
Spot damp mop to remove stains.  
Clean handrails, ledges, etc.  
Spot clean walls and doors.

## **RESTROOMS**

**Daily:** Maintain in a clean and sanitary condition: floors, walls, doors, stalls, partitions, shelves, sinks, commodes, urinals, bath facilities, soap and towel dispensers.  
Clean and polish mirrors.  
Empty and sanitize trash and sanitary napkin receptacles.  
With Departmental supplies replenish tissue, towels, and soap. Check and replace, as necessary, deodorizer bars/room air freshener units.

**Monthly:** Clean ceramic tile surfaces with a strong cleaner or bleach so that tile and grout have a uniform color.

## **LOUNGE AND KITCHEN AREAS, IF APPLICABLE**

**Daily:** Clean and sanitize sinks and counter areas.

## **EXTERIOR, STATE OWNED FACILITIES AND NO SERVICE LEASES ONLY**

**Daily:** Sweep outside area immediately adjacent to building entrances.  
Keep parking lot and surrounding grass areas free of trash.

**Weekly:** Sweep all exterior access areas, i.e. sidewalks, porches, verandas, etc..

Vendor Initial: \_\_\_\_\_

**In providing any or all of the before mentioned services:**

1. Any general maintenance other than janitorial services may be performed per job, as requested by the contract manager, provided purchase order is requested and approved prior to any such job being performed.
2. It is further agreed that the Contractor will furnish all labor and cleaning supplies to be used in above mentioned janitorial services.
3. Completion of all the above cleaning services is to be ascertained by the Contract Manager. When services ARE NOT performed as required by the contract, the monthly invoice will be adjusted to reflect a \$5.00 deduction per day per task NOT completed. Amount of deduction not to exceed daily service cost.
4. If this contract is for a corporation or other company having three (3) or more employees, said corporation or company will obtain workers' compensation coverage as required by Chapter 441, Florida Statutes, and liability insurance, with the company or corporation and the Department as the insured, to cover any legal liability including product and premises liability, sustained in favor of anyone, arising out of the performance of the terms and conditions of this contract. Insurance shall be at least \$100,000 each person, \$300,000 each occurrence, and \$25,000 property damage each occurrence.
5. This contract may be terminated by either party with 30 days written notice.
6. Janitorial staff are to only use necessary lighting in the areas in which they are actually working and turn off unnecessary lighting. Air conditioning equipment is not to be turned on for the exclusive use of the janitorial staff.
7. Only actual employees of the janitorial contractor are to be admitted to the premises.
8. During after hours cleaning, all outside doors are to be locked and janitorial staff are not to provide access into the facility to anyone.
9. Janitorial staff are to check exterior doors, windows and reset alarm system (if applicable) to ensure the facility is secure when leaving the facility.
10. Any information regarding the operation of the security system must be kept confidential.
11. Perform such other services as are necessary to keep the facility clean and in a sanitary condition.

**Special Requirements (if applicable - to be completed by Contract Manager)**

Vendor Initial: \_\_\_\_\_

## PRICE QUOTE

Basic Contract Period - this quote sheet provides space for one (1) basic period quote with two (2) one (1) year renewal periods; the division seeking space may determine the length of the contract that best meets its needs.

NOTE: RENEWAL PERIODS MAY NOT BE GREATER THAN THE BASIC PERIOD.

BASIC PERIOD: \_\_\_\_\_ thru \_\_\_\_\_ per month

1st RENEWAL: \_\_\_\_\_ thru \_\_\_\_\_ per month

2nd RENEWAL: \_\_\_\_\_ thru \_\_\_\_\_ per month

**QUOTE EVALUATION:** Quotes received shall be evaluated by the purchaser for compliance with the general and technical requirements contained herein.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Vendor Signature  
(manual)

\_\_\_\_\_  
Authorized Vendor Signature  
(printed)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Date

\_\_\_\_\_  
FEID #

**DIVISION OF ADMINISTRATIVE SERVICES**

**October 17, 2008**

**TO:** Florida Highway Patrol - Office Operation Managers  
Division of Driver Licenses - Business Managers  
Division of Motor Vehicles - Regional Administrator

**FROM:** Stacy Arias, Chief Bureau of Purchasing and Contracts

**SUBJECT:** Revised competitive quotes for janitorial services.  
Form #HSMV 95070 (10/08)

In an effort to simplify the competitive quote process for janitorial services the standard quote form has been revised (see attached). Please provide a copy of the form to each office supervisor as necessary.

Please keep in mind that we are required to contract with RESPECT if they can provide the services needed. When obtaining quotes for service please call or send a quote package to:

**RESPECT of Florida**  
Nancy Perlman  
Service Contracts Manager  
2475 Apalachee Parkway, Suite 205  
Tallahassee, Florida 32301-4946  
Phone: (850) 877-4816 (ext. 120)  
Fax: (850) 656-0168

In addition to RESPECT, remember to contact local certified minority vendors when obtaining quotes for janitorial services.

If you have any questions or concerns regarding janitorial service, lawn maintenance service or pest control service, please feel free to contact me at (850) 617-3203.

SA/gsb  
Attachment